



BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	Procurement Processes in Business
Learning aim	C: Investigate the role of negotiation and contracting in procurement
Assignment title	Negotiation and contracting in Procurement.
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	You are continuing to work as a trainee in the purchasing department for a local business. Your manager has asked you to show your understanding of the role of negotiation and contracting in procurement You are required to carry out an individual investigation and report on how these processes are carried out in a successful business.
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Task	Your manager has asked you to investigate and report on the role of negotiation and contracting in procurement. You will write a report based on your research that evaluates the role that procurement, negotiation and contracting have in securing a business's supply of goods and services. Your evaluative report must include: • An explanation of the stages of negotiation and contracting for the supply of goods and services showing evidence of a thorough investigation into how these processes are carried out in a successful business • An assessment of the impact of contractual obligations on the parties purchasing and supplying goods and services including agreements with suppliers and customers in relation to making the procurement process more efficient • Reference to the law of contract • A conclusion that is fully justified by well-balanced, developed arguments, and supported by good use of evidence from your individual research.
Checklist of evidence required	• Individual evaluative report

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria, you must show that you are able to:
26/C.D3	Evaluate the role procurement, negotiation and contracting have in securing a business's supply of goods and services.



26/C.M4	Assess the impact of contractual obligations on the parties purchasing and supplying goods and services.
26/C.P6	Explain the stages of negotiation and contracting for the supply of goods and services.
Sources of information to support you with this Assignment	www.cips.org businesscasestudies.co.uk www.mymanagementguide.com > project-procurement-management www.gov.uk
Other assessment materials attached to this Assignment Brief	N/A